

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEM OF CARE**

PROMOTIONAL / TRANSFER OPPORTUNITY



Restricted to Department of Mental Health (DMH) Employees

SECRETARY III

The Adult System of Care (ASOC) is seeking an enthusiastic, motivated, experienced individual to fill the position of Secretary III for the MHSA Prevention and Early Intervention (PEI) Administrative Team, which includes Veterans Services, Anti Stigma and Discrimination, and Suicide Prevention Programs. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

EXAMPLE OF DUTIES:

- Provide daily management and secretarial support directly to the Mental Health Clinical Program Head and administrative team.
- Schedule appointments and arrange conferences and meetings.
- Prepare inter-office notices, bulletins, and memoranda.
- Review written materials for grammar and proper formatting.
- Review materials submitted to Program Head's attention and ensure all relevant data, files, signatures, etc., are included.
- Input Community Outreach Services data into Integrated System (IS).
- Responsible for inventory, supplies, and procurement.
- Screen office phone calls and refer to the appropriate individuals within the Bureau.
- Create forms, graphs, and templates.
- Special assignments, as needed.

DESIRABLE QUALIFICATIONS:

- Strong administrative and organizational skills.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Strong verbal and written communication skills.
- Ability to effectively edit and draft documents.
- Ability to represent the Department well and communicate effectively with others in the public and private sectors.
- Highly-skilled in working with MS Office, i.e., Word, Excel, PowerPoint, Publisher, Visio, and Outlook.

Interested applicants who are currently holding the payroll title of Secretary III may submit their resume, letter of interest, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Thursday, February 23, 2012 to:**

**Divina Tababa
(213) 738-2756**

dtababa@dmh.lacounty.gov

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